Montana
Office of Public Instruction
Denise Juneau, State Superintendent

21st Century Community Learning Centers
ESEA Title IV, Part B

General Requirements

The purpose of this document is to assist in the development of the budget and narrative justification.

Object Code Field: Click on the arrow in the box under the Object Code column and select the number associated with the expenditure you are entering into your budget. Please use the object code descriptions below to determine the appropriate number corresponding to your expenditure. Please note you may use more than one line for the same object code. For example, you may have more than one staff to enter as a 100 code, or you may have more than one contracted service in the 300 codes.

Object Codes

100 Personal Service Salaries – Salaries
200 Employee Benefits – Benefits
300 Purchased Professional and Technical Services – Contracted services for administrative, professional, educational, technical, and cooperative services
400 Purchased Property Services – Utilities, building usage charges, repairs and maintenance services, rent, minor construction
500 Other Purchased Services – Student travel, employee travel, professional development, registrations, communications, printing
600 Supplies – Instructional supplies and materials, textbooks, library materials software, minor equipment
700 Property – Capital outlay, including major construction and equipment, usually > $5,000 (requires pre-approval by the OPI, for 21st CCLC it is $ 2000)
800 Other Objects (Rare) – Dues, fees, student organization costs

Expenditure Description and Itemization Field: When supplying the detail in this text box, you must include your justification for how you arrived at the budgeted amount. Budgets without sufficient documentation on how the total was calculated will be returned.

- Salary: You must include the rate, number of hours a day/week, title of the position, and name of the person filling the position if available.
- Benefits: You must include the rate calculation for the benefits, and which benefits this rate includes (FICA, etc). If health insurance is a standard dollar amount and not figured into the percentage, that dollar amount must be specified in addition to your benefit rate.
- Purchased Services: You must indicate what purchased services you are proposing and how the contract amount was calculated.

- Supplies: You must provide a detailed list of supplies being purchased including a cost per unit and number of units. (Exp. 2 Microscopes, $150 X 2 = $300)

EXAMPLE:
/ X /   100 – 200 – Salaries and Benefits

Project Coordinator: 20 hours/week @$20.00/hour (51 weeks):	*$20,400*
$20,400 (Sue Smith)	
Benefits: health, retirement & SS $20,400 x 17%:	*3,468*
Educators (2): 2 hours/week @ $19.00/hour (30 weeks):	
5,700 (Joe Bennett & Gale Warren)	
Benefits: health, retirement & SS $5,700 x 17%	*969*
Student Aides (4): 2 hours/week @ $10.50/hour (30 weeks):	
12,600 (TBA)	
Benefits: health, retirement & SS $12,600 x 17%:	
	2.142
Total Salaries:	*$39,579*

General Guidelines for Determining the Budget:

The minimum grant awarded will be $50,000 per application per year (including continuation grants). Maximum grant awards will be $150,000 per application per year and $300,000 per applicant per organization per year.

The Funding formula of a program will be awarded on base-operation costs plus the administration costs (programs serving 20 or less students cannot apply for more than $50,000.00)

BASE OPERATION COSTS:

Costs associated with day to day programming and instruction of students. Examples: field trips, instructors, aides, paraprofessionals, contracted services, art supplies, office supplies, and instructional materials.

a. **If the program is serving less than or equal to 20 students, the base-operating costs must equal $25,000.00.**

OR

b. **If the program is serving greater than 20 students, use the formula below to determine the maximum dollar amount allowed for operating costs for your budget:**

– up to $2.50 per day x number of students anticipated to participate in the program x number of days throughout the school year the program will operate **before school** hours; and/or (see example below)

– up to $7.50 per day x number of students anticipated to participate in the program x number of days throughout the school year that the program will operate in the **after school** hours and/or (see example below)

– the number of days the program will operate on **non-school days** (weekends, holidays, summer) x number of students anticipated to participate in the program x $7.50 for a three-hour program or $10 for at least a four-hour program. (see example below)

Please Note: If you are running your program before school, after school and during the summer, please add together the totals from each formula to determine your maximum operating costs allowable.

Example of base-calculation of award amount requested:

- *30 students are anticipated to participate in a before school and after school program for 128 days (4 days a week for 32 weeks), and 30 students are anticipated to participate in a summer program for 30 days (5 days a week for 6 weeks)*
- *Before School base funding = $2.50 x 30 students x 128 days = $9,600*
- *After School base funding = 7.50 x 30 students x 128 days =   28,800*
- *Summer base funding = $10.00 x 30 students x 30 days =   9,000*
- ***Total Base award amount = $47,400***

ADMINISTRATIVE COSTS:

Administrative costs include expenses such as project directors, evaluation, professional development, and any other costs required to organize and administer the program.

a. **If the program is serving less than or = to 20 students, the administrative costs must equal $25,000.00**

OR

b. **If the program is serving greater than 20 students, Administrative costs may not exceed the total base award amount. (See example below)**

To calculate the total grant funds requested, add the total base award amount + the total administrative costs amount.

Example of Administrative Cost Calculation:

Total Base Award Amount: *$47,400*
Total Administrative Costs Amount: + *47,400*
Total Grant Funds Requested: *$94,800*

The following categories must be included in the budget under administrative costs.

a. **Evaluation:** $2000 must be budgeted for evaluation services.

b. **Professional Development:** Funds must be reserved by the grantee for training, staff development, and technical assistance.

- **Grantees must budget to attend 2 regional trainings and one conference per year.**

- Resource**:** U.S. Dept of Education (You for Youth PD website) http://y4y.ed.gov/.

c. **Access:**

- Transportation costs;

- Ensuring safety and accessibility of program facilities;

- Elimination of barriers that could impede equitable access to, and participation in activities due to English language acquisition or disability; or

- Other needs for specialized support (e.g., adaptation and/or modification of the curriculum, staff development, specialized resources).

d. **Administrative Costs:**

- Program director/coordinator

- Data collection and entry

- Emergency planning

- Program development

- Marketing